Montgomery County Schools
Meeting Minutes
Group: Cabinet
Date/Time: 11/18/24- 9:00 a.m.
Place: Central Office
Facilitator/Leader: Dale Ellis
Attending: Central Support and Assigned Principals (Thanks to Jessalyn Spell 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	*Bikes For Kids was wonderful!!* *Congratulations to Elizabeth Divine for being awarded the Educator of Excellence.*		

Superintendent Division
 	
● What do principals and CSS admins need to know and do?
 	
● December BOE Agenda
 	
● December Principal Agenda
 	
● Administrative Services Update
	All
	
	All
	
	All
	
	All
		Dale
		
		Dale
		
		Dale
		
		Jack
			5 min
			
			10 min
			
			10 min
			
			10 min
				Dr. Ellis
				Dr. Jack Cagle
				● Native American Heritage Month & American Indian and Alaska Native Heritage Month
				  ○ This month celebrates the rich cultures, histories, and contributions of Native American, American Indian, and Alaska Native communities.
				  ○ Explore ways to learn more, such as attending events, reading literature, or supporting Native artists and businesses.
				● National Scholarship Month
				  ○ Highlighting the importance of scholarships in making education accessible.
				  ○ If you know students or colleagues pursuing education, share available scholarship opportunities.
				● National Career Development Month
				  ○ A time to focus on career exploration, skill-building, and professional growth.
				  ○ Take advantage of career development resources and workshops offered this month.
				● National School Psychology Awareness Month		

				○ Recognizing the vital role of school psychologists in supporting students' mental health, learning, and overall well-being. ○ This is a great opportunity to express gratitude to those in this field. ● November 17–23: National Homeless Awareness Week 　○ A week dedicated to raising awareness about homelessness and supporting initiatives to assist those in need. 　○ Consider participating in local drives, volunteering, or contributing to shelters. ● November 21: National Parental Involvement Day 　○ Celebrating the crucial role parents and guardians play in supporting children's education and development. 　○ Schools and communities may host events to honor and engage families in the educational process. ● We encourage all staff to engage with these initiatives, whether through education, outreach, or participation in related events. Thank you for your continued commitment to fostering awareness and inclusivity.		
Learning Division ● What do principals and CSS admins need to know and do? ● Grant and Federal Program Updates ● Secondary Update ● Elementary Update	All GCS GCS GCS	Wade Wade Matthew Joanna	5 min 10 min 10 min 10 min	*Wade Auman* ● Early Learning Specialist meeting – We will have an ELS meeting on Friday this week. If anyone has any issues/topics for discussion, please share them with Dr. Joanna Perkins or Wade Auman. ● Perkins Innovation Grant Meeting – We will hold a PIM grant meeting with grant support on Tuesday afternoon this week. If you have any topics/questions related to the PIM grant, please submit them to Matthew Swain or Wade Auman. ● ELISS After-School Grant meeting – We will hold an ELISS meeting on Tuesday the 26th with grant support. If anyone has any topics/concerns for discussion, please email them to Katie Hursey or Wade Auman. ● Bikes for Kids – Principals, please coordinate with Katie Hursey and Wade Auman to get bicycles delivered. If you need to use a truck for special		

● Curriculum Support Update	GCS	Joanna	10 min	circumstances deliveries, please communicate with us to reserve a truck to use. If you have any questions, feel free to reach out to Katie Hursey or Wade Auman.		
● EC Update	GCS	Ellen	10 min	● 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. Deadline for applications is November 29th.		
● Pre-K Update	GCS	Vance	10 min			
● Differentiation Update	GCS	Jessica	10 min	● 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) ***Matthew Swain*** ● <u>Secondary and CTE</u> 　○ EMS is doing a helicopter training today at 11 AM 　○ HS---- Please do not withdraw a student from a CCP course. The only exception is a second-semester senior who doesn't have an opportunity to retake the course for grade suppression. 　○ FAFSA will be open December 1st ● Ongoing items: 　○ CTE teachers should continue using the spreadsheet provided to request instructional supplies. ***Dr. Joanna Perkins*** ● **ELEMENTARY**		

- ○ **November 20** is the 60 Day NC ELI Deadline.
  - ○ Letterland Training Full Day **December 6 -** [Link](#)
- **CURRICULUM SUPPORT K-12**
  - ○ **November 19** is the AVID Chatham Central High Site Visit - cannot wait to hear how this goes! (Leslie Thomas, Enoc Robledo, Marvin Smith, Wayne Kocher, Caleb Rushing)
  - ○ ==**December 1** deadline for Young Authors - also art (submit entries to Dr. Perkins): [Link about Young Authors](#). Congrats to West Middle for being the first school to submit – we have 26 amazing entries already!== ([Handout Link for Students](#)) The theme for the 2024-2025 Young Authors' Project is *Beacons of Light Shining Towards a Brighter Future.* This initiative is supported by the North Carolina Reading Association; we have also started a local Montgomery County Reading Association. Email me if you are interested.
  - ○ ==K-8: Stay tuned for information on rolling out Digital Safety training for students before **Holiday break**.== Learning.com is meeting with the IFs on December 5 – this initiative is tied to e-rate funding and will be good for students' digital citizenship. These are brief modules kids will access during appropriate non-core times throughout the school day.
- FYI Links:
  - [PTEC Calendar](#) - Email Joanna Perkins if you would like to sign up for PD.
  - [MCS Calendar 2024 - 2025](#)
  - [Literacy Intervention Plan](#)
  - [IF Newsletter Links: Feel Good Friday](#)
  - [MCS Curriculum One Stop Shop](#)
  - [Curriculum Support Resources](#)

Ellen Jones
- *New Items*

				○ *December 1 Headcount- This will be the ONLY headcount this year and funding for 2025-2026 is dependent on our accurate headcount. EC teachers should be efficient and timely in completing as many eligibility/placements as possible by November 26th. ○ Yesterday, principals were emailed to be notified if their building has a lapsed IEP. This should be corrected immediately. ○ *Changes to the Accommodations section of the IEP Process went into effect on November 8, 2024. The attached **IEP Accommodations Tip Sheet** provides step-by-step directions on navigating the new streamlined process. ○ Thanks to those assigned "plays" through the PCG playbook for your progress. This first round of plays needs to be completed by January 17. • *Ongoing Reminders* ○ *Inactive EC folders should be delivered to the EC office once a student has transferred out ○ *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) ○ *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 2024-2025 MCS Compensatory Education Services Tracking Sheet ○ *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 Copy of 2024-2025 MLA ALP EC Services Tracking Sheet		

				○ *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.
				
				○ *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.
				
				Vance Thomas
				● We will have our 2025-2026 PreK and Kindergarten registration link live on the website this week. We are working with Madison and our schools to get the word out to our school communities. Social media, on site school advertising, post cards to families within our age range, newspaper, apps sent home with students are just some of the ways we are using.
				
				Jessica Lowder
				● **MTSS**
				  ○ Any students receiving intervention should have an intervention plan documented in ECATS.
				  ○ EC services are an *extra layer* of support in addition to classroom interventions, therefore, they should continue.
				
				● **AIG**
				  ○ Fall Headcount- November 30th
				  ○ 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;		

				- 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 applications, recommendation letters, and other information. **ESL** - Anyone administering screeners or ACCESS for ELLs 2.0, must be certified. School-level testing coordinators and assistant coordinators must also be certified. WIDA certifications only last one academic year and these must be completed prior to the ACCESS testing window. Website to complete training modules: https://portal.wida.us/ **Elementary levels need to complete the following modules:** - WIDA Screener for Kindergarten: Administration & Scoring - WIDA Screener Online: Administration - Writing for Grades K-5: Scoring ACCESS Paper & WIDA Screener - Speaking for Grades K-5: Scoring ACCESS Paper & WIDA Screener - Online ACCESS for ELLs: Administration - Kindergarten: ACCESS for ELLs - Alternate ACCESS for ELLs: Administration (Only if applicable) **Middle and High School levels need to complete the following:** - WIDA Screener Online: Administration - Writing for Grades 6-12: Scoring WIDA		

				Screener ○ Speaking for Grades 6-12: Scoring WIDA Screener ○ Online ACCESS for ELLs: Administration ○ Alternate ACCESS for ELLs: Administration (Only if applicable)		
Operations Division ● What do principals and CSS admins need to know and do? ● Auxiliary Services Update ● Human Resources Update ● Accountability Update	All 21 Sys LGI 21CP	Matthew Matthew Emily Amanda	10 min 10 min 10 min 10 min	*Matthew Woodard* ● Starting Friday, there has been an added layer of security to emails. there is a banner that states "This email originated from outside MCS". Please be wary of emails not from MCS *Dr. Emily Shaw* ● **HR Updates** ○ Please remember your one-stop shop in the HR Hub! All current forms/policies are located here HR HUB ○ Tree of Hope: I have tags for students that need adopting. Please consider! If you would like to sponsor a student, please let me know and I will send you the information. ○ For any teacher or teacher recruits looking for housing: - Rental House in Troy, call His Brandon Buie at 704-242-2470 for details ○ Spanish in the Classroom PD from Sandhills Community College: **Last week to sign up**! ■ This course is designed to bridge the communication gap between you, your Spanish-speaking students and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework. ■ It is self-paced module - 6 weeks to complete (Starting January 15th) ■ The district will cover the cost of the class for the first 15 to sign up. If you are interested in this		

				opportunity, please complete the Google form. 　　■ Visit the link for more information:Info 　　■ Spanish in the Classroom Sign-Up 　○ Adjustment to the 24-25 school calendar – Please note the calendar currently reads that 12/23 is a Holiday and 12/24 is an AL day – Those two codes will flip flop. 12/23 will become an AL day and 12/24 will become a Holiday. Additionally, 1/3/25 is listed as a Holiday, and 1/2/25 is listed as an AL day. Those codes will flip flop as well. 　○ 9/27 Makeup Day: 2/7/25 will now be a full day for staff and students 　○ 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 　　■ 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. (10 contact hours) 　○ 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		

types. Please go in and set plan types for employees
- ■ **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**
- ■ **You should be working on round 2 for comprehensive and standard as well as mid year PDPs.**
- ○ 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.
  - ■ 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
    - 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
    - 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
    - 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

| | | | | utile 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** ○ November 20: Mentor Logs due ● November 21: AP Meeting at MLA 8:30 ● December 11: BT 1,2,3 Virtual Check In ● December 13: NCEES Mid Year PDPs and Round 2 Comprehensive and Standard Observations due ● December 20: UFactor/Accutrain Videos Due *Amanda Deaton* ● *Accountability Updates:* ○ **Please notify Amanda and AJ of any early graduates by 11/22 so that we can ensure that WorkKeys testing gets completed for that student if needed.** ● *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 ■ Scheduled for December 10, 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](#)**
				   ○ **High school students are taking check-ins this week.**
				   ○ 5 & 8 Science Check-in won't be ready before Thanksgiving.
				   ○ WIDA ACCESS training- December 3rd at 3:00 in the Staff Development Room
				   ○ WorkKeys for early grads- 11/4-12/6
				   ○ Bio Check-In #4- 10/2-12/6
				   ○ Fall Check-In #2 for Math 1, Math 3, and Eng.II- 12/2-12/6
				   ○ MCEC/MCS Fall EOC & CTE Window- 12/16-12/20
				
				● *Infinite Campus Transition:*
				   ○ **March 30, 2025 is a hard deadline for 2025/2026 scheduling. This is master schedule and class rosters. If you have any questions, please reach out to Amanda or AJ.**
				   ○ **Once you have decided on your bell schedule for next year, please send it to Amanda.**
				   ○ **Data managers are working on data cleanup. Please ensure that this is taken care of ASAP.**
				      ■ **Contacts**
				      ■ **Siblings List**
				      ■ **Addresses**
				   ○ **There will be several things that Amanda will need to submit before Christmas. I'll be reaching out to each school for these items.**
				   ○ **Data Managers- don't forget about the Google Doc that we started for questions that need answers.**		

Process Management ● Media Minute ● Other process issues?	LGI All	Maddi Dale	5 min 5 min	*Maddi Lynthacum* ● If anyone needs a badge made, please let them know to come by on *TUESDAY or FRIDAY* from 3-5 PM. If you cannot make it these days, please contact me. ● 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 must be filled out before they come to see me. No paper, no badge. ● I am going to be doing website training at schools. I will send an email out today asking for a day that would be best.		
Budget & Resources ● Budget Update	21 Sys	Mitch	5 min	*Mitch Taylor* ● no updates		

Next Steps:

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