

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 1/6/2025- 9:00 a.m.

Place: Central Office (Staff Development Room)

Facilitator/Leader: Wade Auman

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton and 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	Wade	5 min	SES awarded a lot of students with perfect attendance.		
Superintendent Division <ul style="list-style-type: none"> <li data-bbox="73 776 640 844">● What do principals and CSS admin need to know and do? <li data-bbox="73 885 399 917">● January BOE Agenda <li data-bbox="73 966 451 998">● January Principal Agenda <li data-bbox="73 1039 525 1071">● Administrative Services Update 	All	Wade	5 min	Wade Auman Board agenda is set Still finalizing Principal's agenda		
	All	Wade	10 min	Dr. Jack Cagle		
	All	Wade	10 min	January 6, 2024		
	All	Jack	10 min	Key Observances · National School Board Month · National Mentoring Month January 10 - January 24: Teenage Dating Violence PD window is open January 20: Dr. Martin Luther King Jr. Holiday January 24: International Day of Education		

				January 27: International Holocaust Day		
<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>Sarah</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> <p>ELISS Grant Meeting – We have an ELISS grant meeting with our grant support team Tuesday morning. If anyone has any questions regarding afterschool, or other ELISS grant components, please email Katie Hursey or Wade Auman.</p> <p>TSL Grant Meeting – We have a TSL grant meeting with our grant support team Tuesday morning. If anyone has any questions or topics for discussion regarding the TSL grant, please email Jessica Lowder or Wade Auman.</p> <p>PIM Grant Meeting – We have a PIM grant meeting with our grant support team Thursday afternoon. If anyone has any questions regarding the PIM grant, please email Matthew Swain or Wade Auman.</p> <p>Project Prevent Grant Opportunity – MCS will be working on a US Ed. Grant opportunity to help with community violence and the impacts that students have from witnessing such events. We will be working on this over the coming weeks. If you are contacted for data, please be willing to submit it quickly.</p> <p>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</p>		

				<p>coaching comments, please feel free to contact a member of the Learning Team.</p> <p>Training Opportunities:</p> <p>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)</p> <p><i>Matthew Swain</i></p> <p>CTE teachers should continue using the spreadsheet provided to request instructional supplies.</p> <p>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.</p> <p>High School: The FAFSA is live. Please encourage students to complete it. Several federal funding lines are based on the percentage of completion. Completing one is required to attend most colleges, regardless of whether you are receiving grants and scholarships.</p> <p>Middle School: The Career Development Plan Process is in full swing; please help all teachers and students understand this is a promotion requirement and will take everyone to make sure it happens. This</p>		
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				<p>process is not just filling out a paper, it is a multi-step process that will take several months to complete.</p> <p>Future Dates:</p> <p>Feb 7 Coffee Careers and Conversations</p> <p>March 18-21 Be Pro Be Proud Career Exploration Trailer</p> <p>EMS March 18</p> <p>WMS March 19</p> <p>MCHS/MCEC March 20-21</p> <p><i>Dr. Joanna Perkins</i> <u>ELEMENTARY</u></p> <ul style="list-style-type: none"> • <i>LETRS Unit 7 training is January 7 (tomorrow), 8:30 - 3:30 in the media center at Page Street Elementary.</i> • <i>4th-5th grade mCLASS Training must be completed by the beginning of the testing window, 1/13/25.</i> • <i>January 2025 Office of Early Learning first memo link: https://content.govdelivery.com/accounts/NCSBE/bulletins/3ca63ec</i> <p><u>CURRICULUM SUPPORT K-12</u></p> <ul style="list-style-type: none"> • <i>On January 7 (tomorrow), we have invited a few ELA teachers to help Matthew Swain and I complete our separate NCDPI PSU Survey on the new ELA Standards Draft 1. This will be at 9am and totally optional. It is</i> 		
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				<p><i>due January 9, so this is our best option.</i></p> <ul style="list-style-type: none">• <i>Here is the link for PTEC Preview January/February 2025 Edition highlighting upcoming PD events. To register for these sessions and all of our PTEC opportunities, email me. (Visit the PTEC website Professional Development tab by clicking at the bottom of this page or visiting www.ptecnet.org/professional-development)</i>• <i>I will pull the K-8 Digital Safety CIPA compliance report from the Learning.com modules on 1/15.</i>• <i>The current CWT forms will close on January 22 and the new one will open on January 27. Don't forget to provide feedback on the new form to me.</i>• <i>Teams of classrooms (in-person, virtual, or hybrid) and accredited after-school, community & youth groups/programs are eligible to compete in READBowl. The competition begins on Monday, January 13, the week before the College Football National Championship and concludes on Super Bowl Sunday, February 9, when Malcolm will crown the champs! ALSO NEW THIS YEAR: High School teams are eligible and encouraged to compete! The grand prize will be a personal visit from Malcolm himself. Don't let your kids miss</i>		
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READBowl. Register here:

<https://readwithmalcolm.com/readhowl/>

FYI Links:

- [MCS Calendar 2024 - 2025](#) (As always, send dates to me!)
- [Literacy Intervention Plan](#)
- [IF Newsletter Links: Feel Good Friday](#)
- [MCS Curriculum One Stop Shop](#)
- [Curriculum Support Resources](#)

Sara Wright

New Items:

- Parent survey will open next week
- We are going to start interviewing for the full time Behavior Specialist position and the assistant
- Our new Coordinator begins tomorrow, I will be bringing them around to meet the teachers
- I have several teacher needs I'm working on circling back to from before the break
- EC Timelines are based on CALENDAR DAYS- there is not a consideration for weekends/days out of school.
- Our EC BT training is January 16th, and four BT ones are starting

with Ms. Johnson
today

Ongoing items:

- Please make sure you are using the testing chart only when determining what tests should be conducted after an initial referral is made. We are not in the position to do extra testing beyond what is on that document.
- Changes to the Accommodations section of the IEP Process went into effect November 8, 2024. Use the attached IEP Accommodations Tip Sheet for step-by-step directions on navigating the new streamlined process.
- 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 Sarah prior to 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](#)

- [NEW Internal Child Find Form-](#)
(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](#)
- EC Homebound & Modified Day & MLA- Email Sarah prior to an IEP Team meeting IF you are considering a change in placement - Follow DPI Guidance in EC Handbook & Meet Every 30-days.

Vance Thomas

We are going to begin pushing our registration events. We will discuss more at the principal's meeting this week. Please help us with getting the word out to our school communities.

Playground Safety for any PreK staff that has not completed this training. January 7, 2025 at 8:00am at Troy Elementary School library.

January 7, 2025-PLC meeting for those not in Playground Safety training at 10:30am at the Board of Education Building.

Jessica Lowder

MTSS

- Plan reviews should be completed in ECATS after each 6-8-week intervention cycle.
- Make sure student plans/data are up to date.

AIG

- Instructional Facilitators will be working with classroom teachers for their classroom-level spelling bees. School spelling bees. All school-level spelling bees must be completed by the end of January.
- District Spelling Bee: February 6th @ MCHS Auditorium
- Registration for the Regional Science Fair is now open for any family that wants to go ahead and get started:
 - https://ncsefreg4.stemwizard.com/public_site/add_student/ncsefreg4
 - UNCP Regional Fair (9:00 AM-3:00 PM)

ESL

- **ACCESS Window opens next Monday, January 13th**
- 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 (except PSES)
- WIDA Screener Online: Administration
- Writing for Grades K-5: Scoring ACCESS Paper & WIDA Screener

				<ul style="list-style-type: none"> ○ 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) <p>Middle and High School levels need to complete the following:</p> <ul style="list-style-type: none"> ○ 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) 		
<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> <p>No updates</p> <p>Brian Helms</p> <p>K-5 devices have arrived but with defects. SES and MGES are complete, PSES and GRES partially complete, CES should be done by Wednesday. Not all devices will have cases. MGES and SES have full cases, TES have partial cases. New cases will be coming. Old devices will be picked up by the end of the week.</p> <p>Dr. Emily Shaw</p> <p><u>HR Updates</u></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● 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○ By 12/20: You should have completed Round 1 observations and PDPs BOY and PDP Mid Year for all certified staff and have completed Round 2 for comprehensive and standard.. I will send you an updated progress chart this week.○ Additionally, low performing schools need to have completed the super observation by 12/20● Q2 Attendance: (See Link for details) Link<ul style="list-style-type: none">○ Attendance Required: October 21- December 20○ List from Principal/bookkeeper due 01/10/25○ Celebration 01/16/25- We will come around to each school● Classified Evaluations: An email with instructions was sent last		
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				<p>week! There is a new tool that is located in the HR Hub! Please try to have completed by 12/20/24!</p> <ul style="list-style-type: none">● 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.● 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● 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		
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				<p>sure to get a resignation letter from them and submit it to HR.</p> <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. <ul style="list-style-type: none">● 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		
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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

- January 15h: BT 1 Virtual Check in 3:15
- January 16th: Q2 Attendance Celebrations starting at 8:30
- January 23rd: AP PD at MCHS 8:30

				<ul style="list-style-type: none"> January 29th: Mentor Logs due <p><i>Amanda Deaton</i></p> <p>Mrs. Deaton and Mr. Whitesell are at Infinite Campus Training today. Please email Amanda with any questions you may have</p>		
<p>Process Management</p> <ul style="list-style-type: none"> Media Minute Other process issues? 	LGI All	Maddi Wade	5 min 5 min	<p><i>Maddi Lynthacum</i></p> <p>Hall of Honor applications have opened. Please visit their website for the application or come see me for any questions. Come by on Tuesday or Friday from 3-5PM for badges. Huge thank you to our media and marketing representatives. Our social media presence is incredible! Keep up the good work. Send all school connections content to Maddi. :)</p> <p><i>Wade Auman</i></p>		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p><i>Mitch Taylor</i></p> <p>Pierce group will be at the Central Office on the 14th at 9:30.</p>		

Next Steps:

SP/SG – strategic priority and strategic goal

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